

REGISTRATION INFORMATION:

- ▶ For registered ECF Filers only.
ECF login & password is required.
- ▶ Paralegals, Secretaries & Attorneys
are welcome.
- ▶ Classes offered in the Rochester and
Buffalo Bankruptcy Court Clerk's
Office.
- ▶ Pre-Registration is required.

For a schedule of classes and to
register visit the court's website at
www.nywb.uscourts.gov > CM/ECF
News and Info > Training and
Registration Information > Register
for Training.

You can also register by calling the
Court at (716) 551-4130 (Buffalo) or
(585) 613-4200 (Rochester).

United States Bankruptcy Court
Western District of New York

UNITED STATES BANKRUPTCY COURT

**WESTERN DISTRICT OF
NEW YORK**

**CM/ECF CONTINUING
EDUCATION**



**JANUARY - MARCH
2005**

Classes available:

★ **HANDS ON HELP**

Are you drowning in deficiencies?

Need a little hands on help? Allow the court to help you file real documents. This class is designed to allow you to bring up to five documents (no petitions please) to the clerk's office and we will teach you how to file them into the live CM/ECF system. Become a proficient ECF filer. Please bring ECF login and password to class.

★ **ADVERSARY PROCEEDINGS**

Learn the essential procedures to file an adversary proceeding. Learn how to file a complaint and answer, summons service executed and when to docket to the AP case or the Bankruptcy case.

★ **AMENDMENTS**

Learn the basics of amending petitions. This class covers attachments, the coversheet, amending the Ch. 13 plan and uploading supplemental creditors. Topics also covered: Working through problems using case preparation software and Schedules: when are they an amendment?

★ **CASE FILING WITHOUT CASE PREPARATION SOFTWARE**

This class provides step by step direction

on how to file and open a case without the use of case preparation software. Learn the fundamentals of uploading creditors, adding aliases and the importance of correct case caption. Also covered will be the Form 21 Statement of Social Security and the Declaration of Electronic Filing ... When are they required?

★ **COMMON MIS-USED EVENTS**

Find out what some of the most common

mis-used events are and how to avoid the problems associated with making the wrong selection. Events covered include amended motion, certificate of service, letter, and a review of the various menus in CM/ECF

★ **MOTIONS**

Confused by the various motion

selection screens? Come to this class to learn the ECF procedures to file a motion. Topic will include multiple reliefs, packaging a motion, motions to value security (506), lift the automatic stay and avoid liens. Also covered will be motions for compensation and motions to employ professionals.

★ **MAKING A PDF(PORTABLE DOCUMENT FORMAT) AND FILE MANAGEMENT**

Wouldn't it be great if you could

simply and easily create .pdf and .txt files? Well you can - join us at this class to learn how. Topics covered are creating .pdf and .txt files, the difference between the pdf reader and writer, creating folders and subfolders to manage clients files, and how to package a pdf: Main Document vs. Attachment

★ **CREDITOR CLASS**

This class will focus on CM/ECF from the creditor's perspective. Included are such topics as reaffirmations, claims, notice of appearance and adding creditors.

★ **UNDERSTANDING THE ADMINISTRATIVE PROCEDURES**

If you are up to the challenge so are we. Join us as we navigate through the administrative procedures and orders. Covered topics will include signatures, payment, trustee copies and when do I file a Chambers Copy?